

2-2005

Curation, Loan and Access Policy

South Carolina Institute of Archaeology and Anthropology--University of South Carolina

Follow this and additional works at: https://scholarcommons.sc.edu/sciaa_staffpub



Part of the [Anthropology Commons](#)

Publication Info

Published in 2005.

Curation, Loan and Access Policy. Columbia: South Carolina Institute of Archaeology and Anthropology--University of South Carolina, 2005.

<http://www.cas.sc.edu/sciaa/>

© 2005 by South Carolina Institute of Archaeology and Anthropology--University of South Carolina

This Book is brought to you by the Archaeology and Anthropology, South Carolina Institute of at Scholar Commons. It has been accepted for inclusion in Faculty & Staff Publications by an authorized administrator of Scholar Commons. For more information, please contact dillarda@mailbox.sc.edu.

**SOUTH CAROLINA INSTITUTE OF
ARCHAEOLOGY AND ANTHROPOLOGY**

**COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF SOUTH CAROLINA**

CURATION, LOAN, AND ACCESS POLICY

LIGHT HOUSE TENDERS

OFFICERS



CAP ORNAMENT



CAP



REGULATION BUTTONS



**NOTICE THE FOLLOWING POLICIES WILL GO INTO EFFECT 01 JULY
2005 FOR ARCHAEOLOGICAL EXCAVATIONS BEGINNING 01 JULY 2005.**

February 2005

PREFACE

The South Carolina Institute of Archaeology and Anthropology is a part of the College of Arts and Sciences at the University of South Carolina. Our mission is to conduct archaeological research, conserve the state's archaeological heritage and communicate this information to the public and profession. We cooperate and consult with state and federal agencies and with private organizations to increase understanding of South Carolina's past.

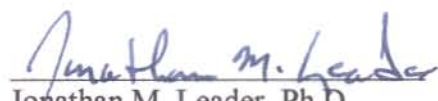
The collections that result from research are a primary source of information. It is important that the archaeological collections are curated, maintained, and accessible for the purposes of education, research, cultural use and heritage preservation, and display.

The manual that you hold in your hand was designed to assist and support the appropriate use of the collections. It is the culmination of several organizations collaboration. The Council of South Carolina Professional Archaeologists provided the cultural resource management perspective. The Department of Anthropology at the University of South Carolina provided insight and suggestions concerning student and academic use of collections. The state archaeologists of North Carolina and Georgia provided valuable support and insight as well. We thank all these groups and individuals for their assistance.

A national panel of experts vetted the curation manual. Dr. Julie King, Maryland Historical Trust Maryland Archaeological Conservation Laboratory, Dr. S. Terry Childs, National Park Service Archeology Program, and Mr. Eugene Futato, University of Alabama Museums Office of Archaeological Research are thanked for reviewing and offering suggestions that undoubtedly made this manual better.

Implementation of the document will undoubtedly produce alternatives that may streamline or enhance the use of the collection. We will revisit the manual in four years with the expectation that it will be revised in the fifth. Comments and/or suggestions should be addressed to either the curator or director.

Archaeological excavations and collections in preparation for curation with the SCIAA prior to July 2005 will not be required to meet these new standards and guidelines. Where possible, however, depositors are encouraged to bring such collections in compliance with this document. A letter detailing collections that are in preparation and therefore not covered by this document should be sent to the curator before 01 July 2005.

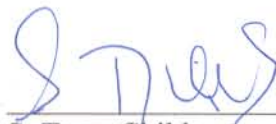


Jonathan M. Leader, Ph.D.
Director SCIAA

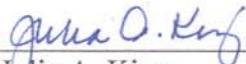
The policies and procedures within this document have been reviewed and deemed appropriate for the long term curation of archaeological collections at the South Carolina Institute of Archaeology and Anthropology. These policies and procedures do not necessarily reflect those of the University of Alabama, National Park Service or the Maryland Historical Trust.



Eugene M. Futato
Deputy Director
Office of Archaeological Research
University of Alabama Museums



S. Terry Childs
Archeologist
Archeology Program
National Park Service



Julia A. King
Director
Maryland Archaeological Conservation Laboratory
Maryland Historical Trust

Table of Contents

Contact Information.....	v
1. Introduction	1
2. Scope of Collections.....	2
3. Submission Guidelines	3
3.1 Collection Size	3
3.3 Human Remains	4
3.4 Additional Considerations.....	4
4. Minimum Requirements for Collection Submission	4
4.1 Cleaning	5
4.2 Stabilization/Conservation	5
4.3 Artifact Catalog.....	6
4.3.1. Catalogin.....	6
4.4 Artifact Labeling	7
4.5 Artifact Bagging.....	8
4.6 Associated Records	9
4.7 Collection Boxing	12
5. Transferal Procedures	13
5.1 Delivery Preparation	13
5.2 Delivery.....	13
5.3 Shipping	14
5.4 Collection and Acceptance.....	14
6. Fee Schedule	14
7. Responsibilities of SCIAA	15
8. Collection Access and Use	15
8.1 Access at SCIAA.....	15

8.2 Procedures for Collection Access.....	16
8.3 Access to NAGPRA Collections.....	16
8.3.1 Native American Access to NAGPRA Collections	16
9. Loans	16
9.1 Loan Stipulations	17
10. Collection Photography	18
10.1 Requests to Perform Photography	18
10.2 Requests for Copies of SCIAA Curated Images	18
12. Destructive Analysis.....	19
Appendices	20
Cleaning Suggestions	20
SCIAA Cataloging Systems	20
Collections Access Form.....	27
Destructive Analysis Form.....	30
Loan Agreement	32

CONTACT INFORMATION

Requests for Technical Assistance, Collection Depositing, Delivery, Access, or Loans:

Curator
SC Institute of Archaeology and Anthropology
1321 Pendleton St.
Columbia, SC 29208
(803) 777-8170 or 8172

Requests for Special Permissions and for NAGPRA Collections

SCIAA Director
SC Institute of Archaeology and Anthropology
1321 Pendleton St.
Columbia, SC 29208
(803) 777-8170, 8172

For quick response, where written requests are not necessary, see USC SCIAA webpage for SCIAA employee e-mail addresses.

<http://www.cas.sc.edu/SCIAA/>

Curation Standards and Guidelines

South Carolina Institute of Archaeology and Anthropology
University of South Carolina
1321 Pendleton Street
Columbia, South Carolina 29208

NOTICE THE FOLLOWING POLICIES WILL GO INTO EFFECT 01 JULY 2005 FOR ARCHAEOLOGICAL EXCAVATIONS BEGINING 01 JULY 2005.

1. INTRODUCTION

-The mission of the South Carolina Institute of Archaeology and Anthropology is to conduct archaeological research, conserve the state's archaeological heritage and communicate this information to the public and profession. The Institute cooperates and consults with state and federal agencies and with private organizations to increase understanding of South Carolina's past.

-Pursuant to S.C. Code of Laws 60-13-210, the Director of the South Carolina Institute of Archaeology and Anthropology (SCIAA) is responsible to the State for curating the archaeological collections of the State. Archaeological collections are curated, maintained, and accessible for the purposes of education, research, cultural use and heritage preservation, and display. The SCIAA also accepts archaeological collections from individuals, organizations, agencies, and private corporations whose collections meet minimum standards regarding condition and completeness.

-The SCIAA is not the only repository in the Southeast and those desiring to deposit collections for long-term care may prefer to work with other appropriate organizations. The SCIAA does encourage archaeological collections to be curated in the same state that the collection was generated and as close as possible to the location of the archaeological sites associated with the collection. However, the SCIAA will assist archaeologists to find the most appropriate location for their particular collection, should they decide not to curate with the SCIAA.

-This manual defines the minimum standards necessary for depositing archaeological collections with the SCIAA for perpetual care. It also details policy and procedures for the temporary loan of, and access to, the SCIAA collections for legitimate research or exhibition. The SCIAA recognizes that the state of the art in excavation, methods, technology, artifact analysis, conservation and curation continues to evolve and therefore, what is an acceptable standard today may not be tomorrow. In all of the following standards and procedures, archaeologists should strive to act consistent with the best interests of archaeological research and the preservation of our material cultural heritage. Where these procedures and standards may inadvertently result in actions contrary to this philosophy, the SCIAA should be notified.

-Archaeological excavations and collections in preparation for curation with the SCIAA prior to July 2005 will not be required to meet these new standards and guidelines. Where possible, however, depositors are encouraged to bring such collections in compliance with this document. A letter detailing collections that are in preparation and therefore not covered by this document should be sent to the curator before 01 July 2005.

-Communication with the curator concerning collections to be deposited at the SCIAA should be undertaken very early in the planning process to ensure smooth transfer and minimal costs. It is requested that potential depositors update the curator on a twice-yearly basis (e.g., January and October) regarding collections that they plan to curate at the SCIAA in the upcoming months.

2. SCOPE OF COLLECTIONS

- The SCIAA embraces the Society of American Archaeology's Principle Number 7, which states "Archaeologists should work actively for the preservation of, and long term access to, archaeological collections, records, and reports. To this end, they should encourage colleagues, students, and others to make responsible use of collections, records, and reports in their research as one means of preserving the *in situ* archaeological record, and of increasing the care and attention given to that portion of the archaeological record which has been removed and incorporated into archaeological collections, records, and reports."

-The SCIAA accepts archaeological collections from archaeological contexts located within the geographic borders of South Carolina. Any archaeologically recovered materials, recovered from terrestrial or underwater surfaces and sub-surfaces are usually accepted. SCIAA does not normally curate collections from archaeological contexts outside of South Carolina. Under special circumstances and for the benefit of research pertaining to South Carolina prehistory or history, the SCIAA may temporarily house artifacts from other states. Permission from the Director must be requested in writing to temporarily deposit out of state artifacts at the SCIAA.

-The SCIAA does not curate items, artifacts, or objects from non-archaeological contexts. For example the following categories of materials are not accepted for curation at SCIAA as they are better suited to other repository/museum environments whose expertise, storage, research, and exhibit capabilities are more appropriate to their specific needs and uses:

- Ethnographic materials from non-archaeological contexts
- Fossils (unless recovered from an archaeological site)
- Geological or other non-cultural specimens from non-archaeological contexts (unless an archaeological research value can be demonstrated, such as control soil samples)
- Original historical or archival documents (copies of documents that are associated with an archaeological collection are considered part of the associated

- records and are to be included in the collection)
 - Unprocessed matrix, soil, flotation, environmental, or chronological samples, unless permission is specifically granted by the Director
 - Antiques
- The Institute will assist researchers in identifying repositories for materials that are not curated by the Institute.

3. SUBMISSION GUIDELINES

-Archaeological collections generally originate from archaeological surveys, excavations, research, and compliance investigations conducted throughout the State. Collections are comprised of the material remains recovered (artifacts primarily but includes anything recovered by an archaeologist as a result of archaeological research), associated records produced (field notes and forms, analytical forms and cataloging systems, photographic records, documents, digital and electronic data, metadata), and publications resulting from those investigations. In summary, a collection is usually a project of one or more archaeological sites and its associated records.

-Acceptance of collections for curation at SCIAA is determined by both the nature of the materials as well as compliance with minimum standards of collection preparation, artifact cataloging, inclusion of associated records, and the payment of curation fees. These are individually addressed below.

-Communication with the curator concerning collections to be deposited at the SCIAA should be undertaken very early in the planning process to ensure smooth transfer and minimal costs to the depositor. The curator is open to consultation and discussion concerning the specific needs of each depositor.

3.1 Collection Size

-No maximum collection size limit has been established, however, archaeologists are encouraged to weigh carefully the needs of future research with the practicalities of limited curation space. In situations of unusually large individual items weighing over 50 pounds, or ten feet in length/width, the SCIAA curator must be notified in writing prior to depositing. Examples include architectural elements, machinery components, and ship's timbers.

-Sampling or culling collections, whether in the field, during analysis, or during curatorial preparation prior to submission is encouraged to reduce the size of large volumes of bulk materials (e.g., brick, brickbat, shell, slag, fire cracked rock, soil samples). Archaeologists should fully document sampling or culling decisions and all pertinent count/weight and descriptive information for any materials discarded. This record shall be made part of the associated records accompanying any collection to be curated with the SCIAA. This requirement may be fulfilled by describing in detail the

culling process in the accompanying final report or publication.

3.2 Human Remains

-Consultation with the Director is required when depositing human skeletal remains and associated funerary objects of any time period or cultural affiliation at SCIAA. Archaeological Investigators involved in the recovery and handling of human remains are urged to confer with all parties concerned (e.g., descendants, landowners, various agency and law enforcement officials, tribal authorities) regarding compliance with the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) and other applicable legalities. Documentation indicating that the depositor has met consultation and compliance regulations with NAGPRA is required prior to acceptance of any human remains. Human remains will at all times be treated with respect. Human remains deposited with the SCIAA will not be made available for public display except in extraordinary circumstances and with the permission of the Director.

3.3 Additional Considerations

-It is the *preference* of the SCIAA in making determinations of Collections Acceptance that:

-Collections from a single project not be split between repositories or otherwise subdivided unless mitigating factors intercede (e.g., prohibitive collection size, specialized storage environment or facility required, multi-state project).

-Separate collections from phased investigations of the same site or from projects with multiple phases of investigation be curated at the same repository. The SCIAA understands that this preference may not be possible at all times especially in NHPA Section 106 and 110 situations. When collections from the same site are curated at both the SCIAA and another facility, a record acknowledging the existence of other collection and its location should be included in the associated records deposited with SCIAA for future researchers.

4. MINIMUM REQUIREMENTS FOR COLLECTION SUBMISSION

-Collections being prepared for long-term curation at SCIAA must conform to the following minimum standards. The Director must approve any variation or exceptions in advance.

-These standards detail the minimum level of documentation, artifact processing, and cataloging required for curation at the SCIAA. They are not presented to replace or be used in lieu of any cataloging system developed for specialized analyses. Archaeologists preparing artifacts for curation at the SCIAA are encouraged to use more rigorous systems. Archaeologists investigating sites in compliance with the National Historic Preservation Act (as amended 2000) or the Archaeological Resources Protection Act must also adhere to appropriate Federal standards and guidelines in 36 CFR part 79.

-These requirements are the responsibilities of the depositor prior to curation as SCIAA is not staffed to provide processing services on a cost reimbursable basis. The goal therefore is that collections be essentially "shelf-ready" upon receipt at SCIAA. In accomplishing this, the importance of exactness, consistency, standardization, redundancy, cross-indexing, and attention to detail throughout all phases of the preparation cannot be overemphasized.

-The depositor must document ownership of the collection. The federal agency responsible for collections generated from federal lands must be identified. Collections from private lands will require proof that the landowner transfers ownership to SCIAA. Federal agencies should establish formal curation agreements with the SCIAA. The terms will be negotiated with the federal agencies at that time.

-Artifacts in any collection deposited with the SCIAA must be appropriately cleaned, stabilized/conserved, sorted, cataloged, labeled, and packaged. They must also be accompanied by all associated records and documentation and include written descriptions of the procedures used for processing the collection prior to deposit.

4.1 Cleaning

-All artifacts must arrive for curation at SCIAA washed and in clean condition except where cleaning could damage the artifact. Materials intended for scientific analysis or requiring specialized care may not have to be cleaned. But they must be appropriately packaged, marked, and documented, including an explanation for not cleaning.

-All materials must be completely dry before packaging for curation.

-Cleaning procedures should be appropriate to the type and condition of the material consistent with acceptable professional practice and the best judgment of the archaeological investigator.

-A record of the cleaning methods and materials used must accompany the collection.

-See appendices for additional cleaning suggestions.

4.2 Stabilization/Conservation

-Stabilization/conservation procedures should be appropriate to the type and condition of the material as per current standards in conservation and professional practice and in keeping with a critical awareness of archaeological evidence that might potentially be destroyed, or specialized analyses precluded, by these means. Depositors are encouraged to contact conservation experts to assist in stabilization/conservation prior to submission.

-Any procedures used for Stabilization/Conservation purposes must be fully documented.

-Metal artifacts must be as clean as possible, dry, and stabilized. They must be bagged separately from other artifacts.

-A record of the methods and materials used in mending, cross mending, or other artifact reconstruction must also accompany the collection if these have been employed.

-SCIAA is not responsible for deterioration of materials due to inherent problems existing prior to their reception.

4.3 Artifact Catalog

-The SCIAA recognizes that there are a multitude of issues that determine how artifacts from archaeological sites are arranged for analysis and final curation. These include the purpose of the archaeological project, research design, type of archaeological site, collection size, provenience system employed—to name a few. The SCIAA allows flexibility in exactly how artifacts are cataloged, as long as they meet the following minimum standards. Archaeologists should recognize that regardless the system employed it must be clearly understandable and usable for a variety of research purposes in the future. *If depositors choose to use their own cataloging system, it must be fully explained and documented in the associated site records.* For depositors who do not have an established cataloging system, an acceptable system is provided in the Appendices.

4.3.1 Cataloging

-All artifacts and collections must be tied to an archaeological site recorded and on file with the SCIAA State Archaeological Site Files. Therefore the first number of any catalog system should be the assigned trinomial state site number, e.g. 38RD123.

-The trinomial site number will be followed by a provenience specific number, e.g. 38RD123-1.

-Provenience numbers should be assigned sequentially. For instance, for a newly recorded site, the first provenience cataloged should be given the number 1, followed by 2 and so on. All artifacts and remains from a single provenience should be assigned the same provenience number.

-Artifacts within each level, feature, or other separately excavated context will have the same provenience number.

-Point plotted artifacts should have an individual provenience numbers.

-Artifacts recovered from the surface of a single site may have the same provenience number, unless additional horizontal proveniences are used.

-Within a single provenience, individual artifacts may have a uniquely identified

numbers e.g. 38RD123-1-1.

-Artifacts from Isolated Finds will be assigned a unique provenience number within the collection, 38RDIF1-1. Isolated finds are defined as no more than two historic or prehistoric artifacts within a 30-meter radius.

-All items in the collection, including special samples, must be in the catalog.

-Artifacts and other remains within each provenience should be grouped by analysis category or sample type (lots), counted, and listed on the catalog form. The specific categories will be defined by the type of analysis. Each analytical category used in the sorting will be bagged separately (See 4.5). Culled items must be described in the catalog and noted as discarded.

-Analysis sheets may not be used in lieu of a catalog. Analysis sheets should accompany the associated site records, and be able to cross reference the information to the artifact catalog.

-Any previous tracking or control system used in the field or analysis must be cross-referenced to the catalog. This would include Project Numbers, Temporary Field Site Numbers, Field Lot or Bag Numbers and artifact analysis or database entry codes.

4.4 Artifact Labeling

-Labeling will be reversible. A coat of archival approved polyvinyl acetate (PVA) in acetone or pure grain alcohol or B72 in acetone will provide the base for labeling with black India ink (or white ink for dark objects). A coat of the same solution will be painted over the label.

-All diagnostic artifacts will be labeled with a site number and catalog number if they are larger than a quarter and are able to accept a number. Artifacts should be labeled keeping in mind how the artifact might be displayed, photographed, or reconstructed so the label will not show but also is not destroyed.

-Typical diagnostic artifacts include, but are not limited to decorated prehistoric and historic ceramics; prehistoric rim or basal sherds; complete vessels; points; scrapers; drills; ground stone; worked bone; glass that is cut, or pressed, or decorated; glass bases and lips; labeled glass; and identifiable metal.

-Any diagnostic artifacts too small to label, impractical to label, or which cannot be labeled without harm will be bagged with accompanying labeled tag. The tag will be acid-free paper.

-It is recommended that all artifacts removed from provenience bags for photography or special analysis be labeled.

-Nondiagnostic artifacts are not required to be labeled. For large numbers of non-diagnostics artifacts (over 50) and larger than a quarter with the same provenience number, a sample will be labeled. Ten percent is recommended. An acid-free paper tag with site number and catalog number will be placed in the bag. Examples include but are not limited to: non-diagnostic lithic debitage, plain historic or prehistoric ceramics, shell, slag, and small fragments of glass.

4.5 Artifact Bagging

-Artifacts must be dry before bagging.

-Artifacts will be bagged by provenience and analytical categories within a 4-mil thick or greater plastic (polyethylene), self-sealing bags obtained from an archival supply company.

-Multiple bags with the same provenience will be numbered sequentially and labeled with its number on the bag, e.g. 1 of 5 . . . 5 of 5.

-Each bag should be perforated to avoid cargo sweat.

-Each provenience bag will be labeled with the following information and contain an acid-free tag with the same information on it:

- Collection name
- Site number
- Provenience
- Catalog numbers contained within the bag
- Date of collection
- Bag number (i.e. 1 of 1)

-Within the provenience bags, artifacts will be separated by analytical category and bagged with 4-mil thick or greater self- sealing bags. The following information will be on this specimen bag and on an acid-free tag inside the bag.

- Site number
- Catalog number
- Brief artifact description
- Number of artifacts

-Organic remains (e.g. bone, textiles, leather, wood) will be wrapped in perforated polyethylene bags or aluminum foil. Fragile materials will be further protected by placing them in an acid-free box or bag. Small organic remains may be stored in archival quality containers.

-Human remains will be wrapped in acid-free tissue paper or Tyvek™ soft-wrap and boxed separately. Acid-free identifying specimen tags will be placed in the box. If the

bone is completely dry, polyethylene bags may be used, if the bone can be secured from movement within the box.

-Radiocarbon samples will be wrapped in aluminum foil. Do not use polyethylene bags for these materials. Pollen samples will be stored in sterile Whirl-Pak^R bags.

-Special materials may need unique bagging and protection not listed above. The depositor should consult conservation or curation experts to determine the best method for packaging the material for long-term curation. If for some reason, the above bagging criteria are inappropriate for the artifact or material in question, it is acceptable to substitute an appropriate packaging. The packaging must contain the provenience and catalog information in some manner. SCIAA must be consulted prior to submission and documentation regarding the justification for specialized packaging must accompany the collection.

-No rubber bands, paper clips, staples, or binder clips should be used to seal or secure any packing inside a box.

4.6 Associated Records

-Associated records are those papers, electronic files, photographic materials, or other media generated as a result of the excavation, analysis, and report writing associated with the collection. Standard types of project records include:

- Field notes, forms, logs
- Photographic materials from field and laboratory, e.g. prints, negatives contact sheets, slides
- Maps, drawings, graphics
- Analysis notes, forms, logs
- Report preparation materials, historical documentation, background research
- Correspondence, administration, e.g. scopes of work, proposals, contracts, permits
- Electronic records, e.g. databases, spreadsheets, photographs, word processing documents

-In preparation for curation, associated project records must be complete, in good order, well organized, and clearly labeled. They are generally arranged by record type in a logical manner or sequence, and then subdivided as necessary.

-The following documentation must accompany all collections deposited with the SCIAA:

- One copy on acid-free paper of a completed state site form for the site(s) from which the collection was generated. For previously recorded sites, an update form is submitted.

- Two copies on acid-free paper of the collections artifact catalog and the box list (see 4.7).
- One legible copy on acid-free paper, or original, of all field notes, field books, shovel test notes, excavation notes, feature forms, profiles, maps, photograph logs, analysis sheets, bag lists, audio video material, generated by the project. If the original documentation is not included with the collection it is recommended that SCIAA be considered as the repository upon retirement of the investigator, or ultimate end of project.
- Copies of historic documents relating to the project should be included. Any original primary documents should be deposited with a suitable archive.
- Two paper copies of the final report or publication. It is preferable that one copy be unbound. A copy of the final project report should also be on file with the State Site Files.
- One copy of the final report in an appropriate electronic media (CD is the current standard).
- All original or one quality copy of all color slides and prints. Slides must be labeled (see below). Slides must be deposited in polyethylene sleeves. Kodachrome^R film is a highly stable format and is recommended.
- All original black and white negatives and contact sheets, or print copies on archival photographic paper. Contact sheets must be in archival sleeves.
- Digital images saved as jpegs and tiffs on a CD are also encouraged. An archival paper copy of each image should be attached.
- One copy of all electronic databases and associated metadata.
- Metal clips and staples, rubber bands, and tape or adhesive labeling of any kind (including post-it notes) should not be employed. The use of spiral and metal bound field notebooks is therefore also discouraged.
- Project records must be placed in letter size, acid-free file folders, or other archival containers size appropriate to contents. Records should not be folded, and all paper fasteners and adhesive products should be removed. Internal groupings within files can be maintained by inserting a blank sheet of acid-free paper for separation purposes or by using acid-free envelopes. Acid-free envelopes are also best for any materials that may not be archivally stable, such as original records with field contaminants or newsprint. They are useful in grouping small field notebooks within file folders to prevent them from falling out.
- Contact the curator to discuss any oversize documents that are included.

-File folder tabs (or other archival containers) should be clearly labeled to include the following:

- State site number(s)
- Project name
- Project year
- Contents description
- Original and/or acid-free copy

-All acid-free copies of project records must be clear and readable. Labeling should be neat and legibly handwritten using archival black inks or number 4 HH pencil. Adhesive labels should not be used.

-When project numbers are used by archaeological investigators as identifiers, they may be cross-referenced in the labeling of associated project records as well.

-The heading of the photo record log sheet includes:

- Project name
- Project year
- Film type and format
- Roll number

-Column headers of the log sheet are:

- Sequential exposure numbers (or other uniquely assigned image numbers)
- Subject descriptions (identify state site number[s] provenience information, and all people present)
- Camera direction,
- Photographer name,
- Date taken (complete month, day, and four digit year).

-Any gaps in the numbering sequence for exposures not taken, discarded, or otherwise missing should be noted accordingly.

-In conjunction with Photo Record Log Sheets, archival sleeves must also be labeled with:

- Project name
- Project year
- Film type and format
- Roll number

-Each image is labeled with its uniquely assigned image number referenced to the photo log sheet. Negatives are never directly labeled.

-A Project Records Inventory List is included with the associated records which details the number of file folders or other archival containers submitted for curation and their contents. A second copy of the Project Records Inventory is placed within an acid-free file folder inside the records storage box(es) (See section 5) The list headings include:

- Project name,
- Project year,
- Box number

4.7 Collection Boxing

-The collection must be organized and boxed in a logical fashion. The SCIAA prefers the collection be boxed first by site number and then provenience numbers in numerical order. Bags will be arranged neatly and efficiently with bag labeling to the front or top.

-The weight of the box with artifacts or associated records will not exceed 35 pounds.

-Artifact bags will be boxed in acid-free storage boxes, either cardboard or polyethylene. Boxes can be acquired at an archival supply outlet. The SCIAA prefers a 10" x 12" x 15" box with a volume capacity of approximately 1 cubic foot. Depositors who have a supply of archival boxes not meeting these specifications may use those on hand. However, the SCIAA encourages new purchasers to buy the box size specified for future collections.

-Boxes should not be reinforced with tape, glue, or metal fasteners. The boxes must be in good, clean condition and not recycled.

-A packing list on acid-free paper will be placed within each box in the first row or on top. The list will document the box contents. A copy of this packing list will be attached to the box inventory provided upon delivery.

-Oversized artifacts that can not fit in any sized archival box must be appropriately wrapped in polyethylene, or other suitable material (TyvekTM) and a tag attached with cotton string. An acid-free tag will also be placed within the packing material. See above provenience bag for labeling and consult the curator for further assistance.

-In general, artifacts from each collection will have its own box or more. A single box will not contain multiple collections. One collection (e.g. one project) can have artifacts from multiple sites in a single box. Consult the curator for special circumstances.

-Associated project records are packaged separately from the artifact collections. They need to be arranged in a logical fashion and the records need to be detailed in the inventory list. They shall be packaged in an archival box. For small collections, artifacts and records can be placed in a single box, however, the records are packed separately in an archival quality envelope(s).

-Generally, project records are positioned vertically within storage boxes, rather than

stacked lying down horizontally. File tab labels or envelope labels face forward.

5. TRANSMITTAL PROCEDURES

5.1 Delivery Preparation

-Prior to delivery, the depositor must call or write the SCIAA and request a delivery date and time. The SCIAA prefers at least one week lead time. The following information will be needed at the time of the contact:

- Project/collection name
- Archaeological sites associated with the collection
- Size of collection (number of boxes, cubic feet)
- Desirable dates and time for delivery
- Any approved variations or unique needs from the standards above

-The SCIAA will respond within 2 business days of the call or letter to discuss a date and time of delivery suitable to the depositor and the SCIAA.

-Very large numbers of boxes (over 20) may require greater lead time before delivery.

5.2 Delivery

-At the time of delivery, it is preferred that the entire collection be deposited. If any part of the collection is being withheld for conservation, further study, specialized analysis, exhibit, or other needs, this must be made known both in writing and in the initial call to the SCIAA curator to arrange delivery.

-The following must be delivered with the collection and associated records:

-Letter of Transmittal describing:

- A description of the collection (size, number of boxes, any unboxed artifacts, associated records)
- Special conservation curation needs for the collection
- Description of any approved variations from these standards

-Deed of gift or other documentation that the landowner (if not federal) is donating the collection to the SCIAA.

-A check made out to the South Carolina Institute of Archaeology and Anthropology for the full amount of the curation fee.

-A copy of the box inventory attached to the Letter of Transmittal.

-Multiple collections may be submitted at the same time.

-Depositors should be reminded that depositing any human remains must have been negotiated with Director prior to delivery.

5.3 Shipping

-Collections of five boxes or more must be personally delivered to the SCIAA.

-Collections of four boxes or fewer may be shipped by commercial freight but not by USPS. However, the SCIAA must be notified of the estimated date and time of delivery. Curation boxes may not be used as the exterior shipping container. The curation storage box must be protected from shipping by placement within a shipping box. The depositor accepts all responsibility for damages or loss in shipment.

5.4 Collection Review and Acceptance

-Collections will be inspected by the SCIAA curator and the depositor will be notified within 30 days that the collection has been accepted. Should the collection not meet the minimum standards stated above, or should deviations from the standards not have been approved by the Director prior to delivery, the SCIAA curator will notify the depositor that the collection does not meet the SCIAA standards. The SCIAA and the depositor will negotiate reasonable arrangements for making corrections to the collection and a deadline will be set. **If the depositor does not meet the deadline, the SCIAA will estimate the time necessary for the SCIAA to make the corrections internally and bill the depositor for that time at a labor rate of \$16.00/per hour plus direct expenses.**

6. FEE SCHEDULE

-The SCIAA charges a one-time fee of \$200.00 per cubic foot of specimens and records.

-There is a minimum charge of \$150.00 for a collection totaling less than one cubic foot.

-Checks will be made out to the “South Carolina Institute of Archaeology and Anthropology” with the collection name(s) written in the comments line if possible.

-The SCIAA will generate a receipt for the collection at the time of delivery.

-Fees will not change without published notification six months prior to the initiation of a new fee schedule.

7. RESPONSIBILITIES OF SCIAA

- The SCIAA will respond to any inquiry or request for special deposit permissions within 2 business days.
- The SCIAA will maintain environmental conditions appropriate to standard curation practice.
- The SCIAA will review submitted collections within 30 days of receipt and notify the depositor of its status.
- The SCIAA will maintain a record of all collections in its custody and assign an accession number to each collection.
- The SCIAA will provide technical assistance when requested and when possible.
- The SCIAA will provide space for use of the collections according to the terms of the access policy.

8. COLLECTIONS ACCESS AND USE

- The SCIAA embraces the Society of American Archaeology's Principle Number 7, which states:

Archaeologists should work actively for the preservation of, and long term access to, archaeological collections, records, and reports. To this end, they should encourage colleagues, students, and others to make responsible use of collections, records, and reports in their research as one means of preserving the *in situ* archaeological record, and of increasing the care and attention given to that portion of the archaeological record which has been removed and incorporated into archaeological collections, records, and reports.

- SCIAA provides access to its archaeological collections for research, education, cultural use and heritage. SCIAA also provides loans of its collections for these purposes (see 9).
- In the case of federal collections housed with SCIAA, written permission from the agency may be required.

8.1 Access At SCIAA

- Collections are available for use at SCIAA under the supervision of the curator. The curator(s) shall be contacted in advance to make an appointment to view materials from collection. Requests are subject to approval by curator(s) and/or the director. Users must

read and sign an On-Site Collections Access Agreement (see attached) in order to view the collections.

8.2 Procedure for Collections Access

- Contact SCIAA's curator either by phone, email, or written letter to request access to the collections. In order for the curator to better serve you, all requests should explain the nature of the visit and materials to be used. The user should provide an estimated length of the visit and desired times/days for it. Any special needs should also be addressed at this time.
- Requests must be made at least 2 weeks in advance.
- The curator will contact the user to schedule an appointment within two business days from when the request is received.
- Prior to access the user will sign and date the On-Site Collections Access Agreement form (see attached). The user will sign in daily.
- Publications, papers, reports, or manuscripts resulting from the use of the collections will be provided to SCIAA.

8.3. Access to NAGPRA Related Items

-In general, SCIAA does not permit access to NAGPRA-related items. The director is the only person able to approve requests for access to NAGPRA-related items. Requests for such access will be submitted in writing and will be approved only under exceptional circumstances.

8.3.1 Native American Access to NAGPRA Related Items

-Requests for access of NAGPRA-related items by federally or state recognized Native American groups must be submitted in writing to the Director, who will consider such access.

9. COLLECTION LOANS

-Loans will be made to qualified research institutions or universities/museums for appropriate educational/exhibit and research purposes. Loans do not transfer title of the collection. Loans are not made to individuals.

-Requests must be submitted in writing to the curator. A detailed description of the material is required. The request will specify the reason for the loan and where and under whose responsibility the specimens will be housed.

-Some specimens or collections deemed too fragile or too environmentally sensitive may be not available for loan. NAGPRA-related items are not available for loan.

-A Loan Agreement (see attached) must be signed between SCIAA (Lender) and the

Institution (Borrower) when the request is granted. The Director reviews and approves all loans.

9.1 Loan Stipulations

All specimens/collections loaned are subject to the following stipulations:

- The loan period is for up to 12 months. Renewal upon request in writing.
- Objects available for loan are those that are stable and able to withstand acceptable methods of transportation.
- Borrower is not permitted to make third-party loans. Loaned specimens may not be transferred or forwarded to another or institution without prior written permission from the curator.
- Specimens on loan for research should be housed securely and according to professional standards. Specimens should be protected from extremes of temperature and humidity, insects, vermin, and dirt. Light-sensitive specimens should be protected from light when not being studied. In the case of loans for exhibit, the SCIAA curation department will specify handling and mounting methods, and lighting and security guidelines. In most cases, the borrower will be asked to submit a facilities report before a loan can be approved.
- No physical alteration of data/specimens permitted. Specimens should not be sampled, dissected, prepared, molded or otherwise replicated, remounted, reframed, repaired, coated for photography, fumigated, or altered in any way without prior written permission from the curator.
- Specimen labels, such as accession or provenience numbers must not be altered or changed in any way.
- No loan fees are charged, but the borrower must assume all costs for the preparation, insurance and shipment of objects to and from SCIAA.
- The Borrower is responsible for the collections/specimens until they are received by SCIAA.
- The return of specimens should be accompanied by a packing list and packed with care in the same manner in which they were sent out, using the same packing materials and the same shipping method or as specified by SCIAA's curator at the time of return.
- All exhibit labels, catalogs, and publications resulting from the specimen's must cite the South Carolina Institute of Archaeology and Anthropology (unless otherwise specified). Publications, papers, reports, or manuscripts resulting from the use of the collections will be provided to SCIAA.
- Failure to follow these policies may result in termination of the loan and jeopardize the borrowing institution's future loan privileges.

10. COLLECTION PHOTOGRAPHY

- Artifacts and associated records from collections housed as SCIAA may be photographed for research, education, or display purposes subject to the following procedures. Photographers are reminded that the SCIAA does not own all of the collections housed there and that they must have the permission of the owner.
- Curated images may also be duplicated for use in publications or other uses.
- Photographs from SCIAA collections, and photography of artifacts from SCIAA collections used in publications or exhibits will state: "Courtesy of the South Carolina Institute of Archaeology and Anthropology."
- SCIAA can provide photographic work for exhibitions or publication photos. Cost is dependent upon the specifics of the the request.

10.1 Requests To Perform Photography

- A written request to take photographs must be submitted to the curator providing a detailed reason for the request and the specific materials to be photographed.
- Proof that the owner of the collection has given permission for photography must be provided.
- The curator will review the request and respond within two business days.
- NAGPRA items may be photographed only after a written justification and consultation with interested parties.

10.2 Request for Copies of Curated Images

- A written request to use curated images must be submitted to the curator providing a detailed reason for the request.
- Proof that the owner of the collection has given permission for the use of the images must be provided.
- The curator will review the request and respond within two business days.
- SCIAA can provide photographic work of curated images for exhibitions or publication. Cost is dependent upon the specifics of the the request.
- Images of NAGPRA items may be obtained only after a written justification and consultation with interested parties.

11. DESTRUCTIVE ANALYSIS

-Destructive analysis requests and justification will be submitted in writing to the curator and can only be approved by the director.

-The Director will make a decision to permit destructive analysis based on the strength of the justification weighed against the potential impact on the research value of the collection or specimen. The Director may require specimen documentation prior to analysis.

-The researcher must also sign a *Destructive Analysis Agreement Form* (see attached) when approval is given.

-Publications, papers, reports, or manuscripts resulting from destructive analysis will be provided to SCIAA.

APPENDICES

Cleaning Suggestions

-Cleaning procedures should be appropriate to the type and condition of the material as per standards consistent with acceptable professional practice, and the best judgment of the archaeological investigator.

-Most non-fragile artifacts can usually be washed in room temperature tap water and air dried. They must be completely dry before packaging. However, prehistoric pottery should not be washed if any soot material is observed.

-If materials are porous, or otherwise friable or susceptible to deterioration by wet cleaning, dry brushing is the preferred alternative.

-During cleaning, special attention should be given to all metal artifacts, poorly fired ceramics, and the presence of carbon deposits or other organic residues, pigments, pottery slips, burnished surfaces, deteriorated glazes, etc. so that archaeological evidence is not destroyed.

-Any materials intended for scientific analysis or requiring specialized care should not be cleaned.

SCIAA Cataloging Format

-The following catalog system is one that has been in used by SCIAA prior to the establishment of the present curation manual. It is still an acceptable method and is encouraged to be used if the depositing organization has not established its own method.

Sorting

-Preparatory to cataloging, archaeological materials are organized by site, and then by provenience within site, combining multiple field bags from the same provenience before continuing.

-Surface collections are arranged before subsurface recovery proveniences, with shovel test pits preceding test units or other excavation unit types, in both sequential and stratigraphic order.

-Within each provenience, prehistoric artifacts are separated from historic, followed by material class separation, and then further subdivision into analytical categories via established classification schemes and typologies.

-Special samples such as soil, flotation, radiocarbon, floral, faunal, phytolith, pollen, etc. are usually sorted to the end of the sequence.

Cataloging

-Cataloging commences once the sorting process has been completed. Its goal is to organize and record primary information about the individual components of a collection (i.e., artifacts, special samples, etc.) in such a way that it is both useful and accessible for a variety of purposes.

-Any previous tracking and control systems utilized in the field or for laboratory database purposes by the archaeological investigator should be cross- referenced accordingly throughout all subsequent processing, but are not otherwise incorporated into assigned Catalog Numbers. This would include Project Numbers, Temporary Field Site Numbers, Field Lot or Bag Numbers, artifact analysis or database entry codes, and etc.

-The SCIAA Specimen Catalog System is a hierarchical one in which the resulting Catalog Number is unique to a quantified analytical unit within material class, from a specific recovery provenience, within a site. The three components comprising this system, the State Site Number, a Provenience Number (within site), and a Specimen Number (within provenience), are as follows.

State Site Number

-The State Site Number is the first place unit of three comprising the Catalog Number that is assigned to each analytically defined artifact or artifact group in cataloging collections for curation.

-The standard trinomial site numbering system as originated by the River Basin Surveys of the Smithsonian Institution is employed at SCIAA for this purpose. In this system, the State Site Number consists of three parts written as a single continuous sequence, without spaces or dashes. The first is a state number from an alphabetical listing of states in which South Carolina is number 38. The second part is a two letter designation for the county, both letters written in upper case. The standard designations for all 46 counties in South Carolina are listed in Table 1. The third part is the number assigned sequentially to each site recorded within the county. As an example, the sixth site recorded in Union County, South Carolina is numbered as 38UN6.

-State Site Numbers are assigned through the Information Management Division of SCIAA upon receipt of required site forms and associated maps. The State Archaeological Site Files Manager should be contacted directly regarding the specifics of this documentation.

-Temporary Field Site Numbers may not be substituted for State Site Numbers in cataloging collections, nor may additional zeros, as are often used for database place holding and sorting purposes, be introduced into the State Site Number (e.g., 38UN006).

-In the case of Isolated Finds for which the definition of an archaeological site has not been met, "00" is added to the state and county designations in lieu of an assigned State

Site Number (e.g., 38UN00).

Table 1: County Designations for South Carolina (38)

Abbeville	AB	Greenwood	GN
Aiken	AK	Hampton	HA
Allendale	AL	Horry	HR
Anderson	AN	Jasper	JA
Bamberg	BM	Kershaw	KE
Barnwell	BR	Lancaster	LA
Beaufort	BU	Laurens	LU
Berkeley	BK	Lee	LE
Calhoun	CL	Lexington	LX
Charleston	CH	McCormick	MC
Cherokee	CK	Marion	MA
Chester	CS	Marlboro	ML
Chesterfield	CT	Newberry	NE
Clarendon	CR	Oconee	OC
Colleton	CN	Orangeburg	OR
Darlington	DA	Pickens	PN
Dillon	DN	Richland	RD
Dorchester	DR	Saluda	SA
Edgefield	ED	Spartanburg	SP
Fairfield	FA	Sumter	SU
Florence	FL	Union	UN
Georgetown	GE	Williamsburg	WG
Greenville	GR	York	YK

Provenience Number

-The Provenience Number comprises the middle place unit of the Catalog Number and is separated from the State Site Number by a dash. It is sequentially assigned to a specific recovery context within a site.

-Numbering begins with "1" and is continuous within each site, but not across multiple sites within a single project. That is, provenience numbering begins over again with "1" for each individual site investigated.

-Provenience Numbers are best assigned in a manner that coincides with successive types of field investigation. Surface collections are numbered first, followed by shovel test pits, then test excavation units, etc., all in sequential and stratigraphic order (see "Sorting"). Numbering is always continuous from one type of field investigation to the next, and blocks of provenience numbers are not left open in between for any reason. A Provenience Number that has been inadvertently skipped, or perhaps assigned and then later relinquished, should be recorded in the Specimen Catalog as "Not Used". By these

mechanisms, unexplained gaps in the provenience numbering sequence are avoided from which other cataloging and collections tracking complications often ensue.

-As with the State Site Number, additional zeros used for database place holding and sorting purposes, may also not be introduced into the Provenience Number (e.g., 38UN6-001).

-An example of provenience numbering for State Site Number 38UN6 might be:

Provenience 1:	Surface collection north side of road	[38UN6-1]
Provenience 2:	Surface collection south side of road	[38UN6-2]
Provenience 3:	Shovel Test Pit 1, 0-20 cm	[38UN6-3]
Provenience 4:	Shovel Test Pit 2, 0-35 cm	[38UN6-4]
Provenience 5:	Shovel Test Pit 3, 0-50 cm	[38UN6-5]
Provenience 6:	Test Unit 1, Level 1, 0-10 cm	[38UN6-6]
Provenience 7:	Test Unit 1, Level 2, 10-20 cm	[38UN6-7]
Provenience 8:	Test Unit 1, Level 3, 20-30 cm	[38UN6-8]
Provenience 9:	Test Unit 2, Level 1, 0-10 cm	[38UN6-9]

-And for State Site Number 38UN7 from the same project:

Provenience 1:	Surface collection along stream bed	[38UN7-1]
Provenience 2:	Shovel Test Pit 1, 0-25 cm	[38UN7-2]
Provenience 3:	Test Unit 1, Level 1, 0-15 cm	[38UN7-3]

-Provenience Numbers for Isolated Finds are sequentially assigned by project. Numbering begins with "IF1" and is continuous.

-An example of provenience numbering for Isolated Find 38UN00 might be:

Provenience IF1:	Transect 5/STP 8	[38UN00-IF1]
Provenience IF2:	Transect 9/STP 6	[38UN00-IF2]

Specimen Number

-The Specimen Number is the third place unit comprising the Catalog Number and is separated from the Provenience Number by a dash. It is sequentially assigned to individual artifacts or like artifact groups that have been analytically identified as distinct from one another within a specific recovery context (i.e., Provenience Number).

-Numbering begins with "1" and is continuous within each Provenience Number, but not across multiple recovery contexts within a single site. That is, specimen numbering begins over again with "1" for each individual Provenience Number.

-While no particular ordering of artifacts is required in the assigning of Specimen Numbers, it is generally recommended that they be grouped by material class as this results in best future access and use of the collections. Lithics might be grouped together,

and then further subdivided in the ascending number sequence by tool and raw material type, followed by prehistoric ceramics and their analytical subdivisions, and likewise the different categories of historic artifacts, etc. (see "Sorting").

-The artifacts from State Site Number 38UN6 Provenience 7, for example, might be numbered as follows:

38UN6-7-1	1 quartz biface fragment
38UN6-7-2	5 quartz flakes
38UN6-7-3	6 chert flakes
38UN6-7-4	2 plain rim sherds
38UN6-7-5	3 cord marked body sherds

-Or for State Site Number 38UN6 Provenience 9:

38UN6-9-1	2 plain whiteware
38UN6-9-2	3 blue transfer print whiteware
38UN6-9-3	1 clear container glass
38UN6-9-4	5 window glass
38UN6-9-5	8 nail shaft fragments

-Specimen Numbers are also assigned to any special samples that have been collected as a curated component of the collection. These would include soil, flotation, radiocarbon and other dating samples, floral, faunal, phytolith, pollen, etc. Samples that have not been processed or analyzed are each assigned a Specimen Number as is, and are usually quantified by weight rather than count in the Specimen Catalog. Those that have undergone processing and analysis are assigned Specimen Numbers for each analytically defined subset or element that resulted, along with their associated counts (e.g., flotation sorts, faunal identification at the species level).

-Specimen Numbers should not be intentionally skipped, nor should blocks of numbers be left unused as these create unexplained gaps in the sequence, and the potential for other cataloging and collections tracking complications. Accordingly, inadvertent skipping of numbers, or situations in which a Specimen Number may have been initially assigned, but then relinquished, should be recorded in the Specimen Catalog as "Not Used".

-As with both the State Site Number and the Provenience Number, additional zeros used for database place holding and sorting purposes, are not be introduced into the Specimen Number (e.g., 38UN6-8-001).

-For Isolated Finds, Specimen Numbers are sequentially assigned to each analytically defined artifact or artifact group that comprise them. Numbering begins with "1" and is continuous for each Isolated Find.

-The artifacts from Isolated Find 38UN00 Provenience IF1, for example, might be

numbered as follows:

38UN00-IF1-1	1 quartz flake
38UN00-IF1-2	1 chert flake
38UN00-IF1-3	2 eroded body sherds

-Or for Isolated Find 38UN00 Provenience IF2 from the same project:

38UN00-IF2-1	1 plain whiteware
38UN00-IF2-2	1 window glass fragment

Specimen Catalog

-Once a Catalog Number has been assigned, a corresponding entry is made in the Specimen Catalog which lists and describes the contents of the collection.

-The Specimen Catalog is arranged alphabetically by county of origin, and then sequentially by State Site Number within each county, by Provenience Number within each site, and by Specimen Number within each provenience. Isolated Finds are placed at the start of each county.

-This organizational arrangement supersedes any other that may have been used by the archaeological investigator to facilitate project-specific field or laboratory goals (e.g., U. S. Forest Service Compartment Numbers).

-A new page of the Specimen Catalog is begun for each site within a project, and includes the following information in its heading: Project Name, Group Affiliation, Project Year, State Site Number, and any Site Name or Temporary Field Site Number that may apply.

-The Catalog Number should appear in the first or left hand column(s), (a single column may be used, or three individual columns for State Site Number, Provenience Number, and Specimen Number), followed by Specimen Description and Recovery Information columns.

-Specimen Description minimally includes Count, Material Class, and Class/Type Specimen Identification. Method of Manufacture, Color, Shape/Form/Configuration, Size/Dimensions/Weight, Completeness/Condition, Stylistic Attributes, Unique Traits, etc. should also be noted as applicable. Recordation forms utilized in the analysis of specific artifact classes may be used to supplement the Specimen Catalog, provided that the minimally required information is included in the catalog, and that the forms are formatted in corresponding Catalog Number order.

-Recovery Information includes provenience specifics as to Excavation Unit (size, type, identification number, coordinates, etc.), Level/Stratum/Zone Designation, Depth, and Field Recovery Date (complete month, day, and four digit year).

-A column for Comments or Notes is also recommended for purposes of specimen-specific status/condition statements or other assessments. These would include notations and cross-references such as lost, missing, discarded, mended, cross mended (with Catalog Number xyz), conserved, photo specimen (with reference to report page/plate numbers), deteriorated/no longer identifiable, destroyed, fragile/special packaging, not washed, requires special handling (with instructions), storage location if other than original provenience (e.g., cross mends, oversize items, Minimum Number of Vessels Analysis, etc.), or anything else similarly noteworthy. The same notations should likewise be made on corresponding specimen tags and bag labels.

-Any Project Numbers, Field Lot or Bag Numbers, artifact analysis or database entry codes, etc. that may have been previously used by the archaeological investigator for tracking and control purposes should also be cross-referenced to the Specimen Catalog in some manner.

-Cataloger Name and Date (month, day, and four digit year) complete the Specimen Catalog entry.

This system is based on the National Park Service's system and SCIAA acknowledges:

S. Terry Childs and Eileen Corcoran
2000 "Managing Archeological Collections: Technical Assistance"
(www.cr.nps.gov/aad/collections/). Washington, D.C.:
Archeology and Ethnography Program, National Park Service.

ON-SITE COLLECTIONS ACCESS AGREEMENT
The South Carolina Institute of Archaeology and Anthropology
The University of South Carolina
 1321 Pendleton Street, Columbia, SC 29208
 (803) 777-8170

This form must be completed for each collection/specimen that is accessed and examined.

(Please Print)

SCIAA Accession Number: _____

User Name (Researcher): _____

Access Period: from _____ to _____

Address: _____

Affiliation: _____

Phone: _____

Email: _____

Mobile: _____

Purpose of

Work: _____

Description of collection materials to be accessed:

The above Collection (artifacts, records, etc.) will be available within the confines of the South Carolina Institute of Archaeology and Anthropology's Education room for the research to the above listed person(s) or institution (referred to as "Researcher") and for the length of time and purpose specified below, under the conditions numerated below.

- 1) Researcher agrees to abide by the guidelines for access as set out below. These conditions may be modified only in writing and with the approval of the SCIAA Curator(s).
- 2) The Researcher will exercise due care in the custody, handling, unpacking and repacking of the Collection materials.
- 3) Upon arrival the Researcher will immediately acknowledge conditions and

requirements of access by signing and returning a copy of this agreement to the Curator and provide a copy of his/her research design/project. Researcher will keep a copy of this agreement as well.

- 4) No alterations or modifications to the artifacts may be performed except as approved by the curator in writing.
 - 5) Any changes in identification and/or condition of artifacts must be reported to the curator(s).
 - 6) The Collection Owner and SCIAA must be credited in all publications, reports, photographs, or exhibits associated with the Collection materials.
 - 7) SCIAA must receive copies of all data, reports publications, and photographic imagery resulting from research of the Collection
 - 8) The Researcher is responsible for repacking the collection in the same manner as received and within the same boxes, pads, and packing materials on completion of research.
 - 9) Special Conditions/Exceptions: _____
-

The researcher acknowledges that he/she has full authority to execute this agreement, which he/she has read and understands the conditions of access as outlined on the front and back of this form and any attached documents.

Signature of Authorized Researcher
Date

Title

Signature of SCIAA Curator/SCIAA Director

Date

On-Site Collections Access Agreement (continued)

Description of Collection Materials Accessed (Documentation/Site Name/Catalog Number/Objects):

Please note and concerns about the Collection or any part of its components:

Briefly summarize the results of this collection's research:

Was this visit helpful to the Researcher? Circle one: Yes No
Explain:

DESTRUCTIVE ANALYSIS AGREEMENT

The South Carolina Institute of Archaeology and Anthropology (SCIAA)
The University of South Carolina
1321 Pendleton Street
Columbia, SC 29208
803-777-8170

This form must be completed for each specimen from a collection that is to be included in the destructive analysis.

(Please Print)

SCIAA Accession Number: _____

User Name: _____ **Access Period:**

from _____ to _____

Address: _____ **Affiliation:** _____

Phone: _____

Email: _____

Mobile: _____

Description of collection material or specimen to be analyzed: (Documentation/Site Name/Catalog Number/Objects):

Description of destructive work to be performed: _____

**Justification for work to be
conducted:** _____

The researcher acknowledges that he/she has full authority to execute this agreement, which he/she has read and understands the conditions of access as outlined on the front and back of this form and any attached documents. All three signatures are required in order for analysis to be approved.

Signature of Authorized Researcher
Date

Title

Signature of SCIAA Curator
Date

Signature of SCIAA Director
Date

LOAN AGREEMENT

**The South Carolina Institute of Archaeology and Anthropology (SCIAA)
The University of South Carolina
1321 Pendleton Street
Columbia, SC 29208
803-777-8170**

Loan To: _____

Address: _____

E-Mail _____

Name and Accession Number of Collection _____

Purpose of Loan _____

Special Loan Terms: _____

Time Frame: From _____ **To** _____

Renewal Date: _____

I, as appropriate authority for the above named institution, agree to the Policies and Procedures of the SCIAA as noted in the SCIAA Curation Manual. I recognize my institutions responsibilities to the care and return of the above collection and that my institution is liable for any loss or damages.

_____ **Date** _____

Returned _____ **Curator** _____

*******Catalog List of Loaned items must be attached to this page*******